## UNITED STATES DISTRICT COURT FOR THE DISTRICT OF COLUMBIA

FOR THE DISTRICT OF COLUMBIA							
	Plaintiff	_ )					
	V.	) ) Civil Action No.					
		)					
	Defendant	_					
	SUMM	ONS IN A CIVIL ACTION					
To:	(Defendant's name and address)						
	A lawsuit has been filed against you.						
	on the plaintiff an answer to the attached Procedure. The answer or motion must	mmons on you (not counting the day you received it) you must d complaint or a motion under Rule 12 of the Federal Rules of be served on the plaintiff or plaintiff's attorney, whose name and					
compl	If you fail to respond, judgment by defaint. You also must file your answer or	Fault may be entered against you for the relief demanded in the motion with the court.					
		ANGELA D. CAESAR, CLERK OF COURT					
Date:							
Date.		Signature of Clerk or Deputy Clerk					

FOIA Summons (12/11) (Page 2)

Civil Action No.

## PROOF OF SERVICE

(This section should not be filed with the court unless required by Fed. R. Civ. P. 4 (l))

was re	This summons for (nan ceived by me on (date)	ne of individual and title, if any)					
	☐ I personally served	the summons on the individual a	-				
			on (date)	; or			
	☐ I left the summons at the individual's residence or usual place of abode with (name)						
	, a person of suitable age and discretion who resides there,						
	on (date), and mailed a copy to the individual's last known address; or						
	☐ I served the summons on (name of individual)						
	designated by law to accept service of process on behalf of (name of organization)						
			on (date)	; or			
	☐ I returned the summons unexecuted because						
	☐ Other ( <i>specify</i> ):						
	My fees are \$	for travel and \$	for services, for a total of \$				
	I declare under penalty of perjury that this information is true.						
_							
Date:		-	Server's signature				
			Printed name and title				
			Server's address				

Additional information regarding attempted service, etc: